

BULLETIN

JOPLIN

JUNIOR COLLEGE

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JOPLIN, MO.,    ✦    1943-1944









# JOPLIN JUNIOR COLLEGE

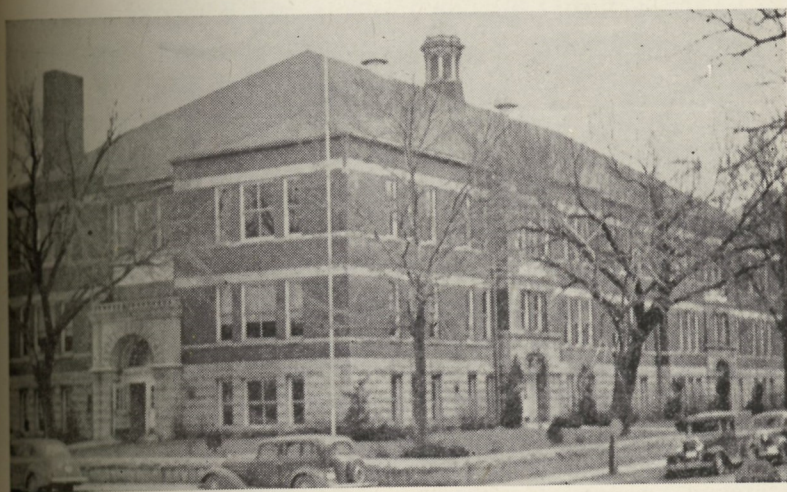
JOPLIN, MISSOURI

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ANNOUNCEMENTS AND  
GENERAL INFORMATION

1943

1944



ACCREDITED

University of Missouri

State Department of Education

Member American Association of Junior Colleges



## JOPLIN PUBLIC SCHOOLS

## BOARD OF EDUCATION

1943 - 1944

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## MEMBERS

CLIFFORD H. CASEY

RAY CARLSON

PAUL VAN POOL

MARK D. HENDERSON

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VIRGIL H. BOARD, Treasurer

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## COMMITTEES

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MARK D. HENDERSON

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## JUNIOR COLLEGE CALENDAR

1943 - 1944

1943

September 1	-----	Entrance Tests for Freshmen
September 2	-----	Group Counseling Freshmen
September 3	-----	Tentative Programs for Freshmen
September 2-3	-----	Sophomore Counseling
September 6	-----	Faculty Conference
September 7	-----	Registration
September 7	-----	School Session Begins
November 25-26	-----	Thanksgiving Holidays
November 29	-----	School Reconvenes
December 24 - January 3	-----	Christmas Holidays

1944

January 3	-----	School Reconvenes
January 14	-----	First Semester Ends
January 17	-----	Registration for Second Semester
January 17	-----	Second Semester Begins
April —	-----	Easter Holiday
May 21	-----	Baccalaureate
May 22	-----	Class Day
May 22	-----	Commencement Exercises
May 23	-----	End of Second Semester
May 29	-----	Summer Session Begins
August 18	-----	Summer Session Ends



## FACULTY 1943 - 1944

E. A. Elliott	-----	Superintendent of Schools Teachers College, Warrensburg, Mo. B. S., A. B., A. M., University of Kansas
H E. Blaine	-----	Dean A. B., Drury College; A. M., University of Chicago
Ada Coffey	-----	English A. B., A. M., University of Kansas
E. Fern Green	-----	Dramatics and English B. S., Southwest Missouri State Teachers College; A. M., University of Missouri
Lillian Spangler	-----	Spanish, French and German A. B., A. M., University of Missouri
Palmer W. Barker	-----	Physics and Chemistry B. S., A. M., University of Missouri
Martha Ann McCormick	-----	Mathematics Ph. B., A. M., University of Chicago
Edna C. Drummond	-----	Zoology and Botany, Dean of Women B. S., A. M., George Peabody College
Ermie Marsh Whitfield	-----	Education B. S., Teachers College, Warrensburg, Mo.; A. M., University of Missouri
Harry C. Gockel	-----	History, Economics, Geography A. B., A. M., Washington University
Vera Margaret Steininger	-----	Stenography and Typewriting A. B., University of Kansas; A. M., Columbia University Central Missouri State Teachers College; Sarachon Hooley School of Secretarial Training
Dorothy A. Stone	-----	Stenography, Typewriting, Accounting B. S., A. M., University of Missouri
Paul R. Stevick	-----	Philosophy and Sociology A. B., Southwestern College, Winfield, Kansas; S. T. B., S. T. M., Boston University; Ph. D., University of Iowa
William H. Dale	-----	Music B. S., K. S. T. C., Pittsburg, Kansas M. Mus., Northwestern University
Clay Cooper	-----	Physical Education, Coach
Fern Murray Claycomb	-----	Physical Education B. S., Maryville State Teachers College
Norman J. Ranum	-----	Mechanical Drawing B. S., Teachers College, Warrensburg; A. M., University of Missouri
Arthur W. Boles	-----	Art Chicago Art Institute

- Ellis Kindred ----- Auto Mechanics  
 Twenty-eight years Trade Experience  
 Seven years Owner and Manager of Garage
- Gene Hatfield ----- Carpentry  
 Twenty years Trade Experience  
 Twelve years Building Superintendent
- Carl L. Graham ----- Welding  
 Fifteen years Trade Experience  
 One Year War Production
- S. T. Cobine ----- Sheet Metal  
 Thirty-seven years Trade Experience  
 Twenty-six years Owner and Manager of Sheet Metal Shop
- L. S. Scott ----- Machine Shop  
 Twelve years Trade Experience  
 Three years Shop Operator
- Edith Gorman ----- Librarian  
 B. S., K. S. T. C., Pittsburg, Kansas  
 George Peabody Library School
- Marie A. Guengerich ----- Piano  
 Graduate, Calhoun School of Music, Joplin. Studied with Helen Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski, Albert Mirovitch. Student in University of Chicago, 1918. President, Missouri Music Teachers Association, 1935-1936.
- L. Beryl Harman ----- Piano  
 Graduate, Chicago Musical College. Studied piano under Dr. Edward Collins, Leopold Godowsky, Percy Grainger, and Dohnanyi, history under Herbert Witherspoon; harmony under Felix Borowski and Laura Drake Harris; counterpoint under Dr. Weslie Laviolette, and composition under Dr. Arnold Volpe.
- Mae Marshall ----- Piano - Organ  
 Calhoun School of Music, Joplin. Studied with Henoit Levy. Studied organ with Arthur Dunham, Chicago; Dr. Wm. C. Carl, New York; Harmony and counterpoint with Frank Wright, Brooklyn; Memorization and Analysis with Winslow Cheney, New York.
- Oliver Sovereign ----- Voice  
 Studied with Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rosati New York. Director, Handel and Haydn Society, Joplin. Choral Director of State of Missouri Fed. Music Clubs. Vice-President, Music Teachers Association.
- Nira Wright ----- Voice  
 Graduate, Lamperti-Valda School of Singing, Paris. Studied with John S. Van Cleve, Cincinnati; Mme. Richards Claggett, Dallas; Mme. Johanna Hess Burr and William Nelson Burritt, Chicago; Mme. Anna Ziegler, Mme. Valda and Frantz Prochowski, New York.
- Mary Bingham Porter ----- Violin  
 Graduate, Drake School of Music, Chicago. Graduate work at Von Ende School of Music, New York. Special Study with Sametini, Chicago Musical College, and Jacques Gorden, New York. Master Classes of Leopold Auer.
- Alta Cowen Dale ----- Cello  
 B. S. Music, Kansas State Teachers College, Pittsburg. Graduate work in cello, Northwestern University summers, 1936, '37, '38.
- Merle Martin ----- Secretary  
 K. S. T. C., Pittsburg, Kansas;  
 Gregg College, Chicago



## COMMITTEES OF THE FACULTY

## CURRICULUM:

H. C. GOCKEL  
DOROTHY A. STONE  
ERMIE WHITFIELD  
P. W. BARKER  
WILLIAM DALE  
ADA COFFEY

## GUIDANCE STAFF:

PAUL R. STEVICK  
EDNA DRUMMOND  
VERA STEININGER  
ADA COFFEY

## STUDENT PUBLICATIONS:

ERMIE WHITFIELD  
H. C. GOCKEL  
DOROTHY STONE  
ARTHUR BOLES

## STUDENT WORK:

MERLE MARTIN  
VERA STEININGER  
NORMAN J. RANUM

## STUDENT ACTIVITIES:

EDNA DRUMMOND  
P. W. BARKER  
ADA COFFEY  
MARTHA McCORMICK

## CONVOCATION:

WILLIAM DALE  
MARTHA McCORMICK  
FERN GREEN

## ATHLETICS:

FERN CLAYCOMB  
P. W. BARKER

## FORENSICS:

FERN GREEN  
ARTHUR BOLES  
P. W. BARKER  
PAUL R. STEVICK

## LIBRARY:

EDITH GORMAN  
PAUL R. STEVICK

## SCHOLARSHIP:

H. C. GOCKEL  
EDNA DRUMMOND  
MARTHA McCORMICK

## SECRETARY TO FACULTY:

EDITH GORMAN

## SCHOOL AUDITOR:

DOROTHY A. STONE

The President and the Dean are members ex-officio of all Committees.

The Joplin Junior College opened September 6, 1938, in its own building at Fourth and Byers Avenue. It is located on a grassy lawn, and the beautiful elm trees which surround the building add much in appearance and comfort. The rooms are large and well-lighted, and the halls and stairways wide and commodious. The laboratories are well-equipped with modern fixtures and apparatus. The auditorium-gymnasium is beautifully decorated and lighted, and has a completely equipped stage for public entertainment.

There are large rooms in the basement for auto mechanics, carpentry, electricity, engineering drawing, art and teacher-training. On the second floor are five recitation rooms besides the auditorium, library and office. Fully-equipped rooms for science, accounting, secretarial work, mathematics, foreign languages and English are provided on the third floor.

The library has over 6,500 volumes. The books have been carefully selected, and are, for the most part, of present value for reference in the different departments of college study, thus making a working library of exceptional value. A card catalogue arranged by author, title, and subject, makes the resources of the library easily available. The current issue of forty leading magazines and scientific journals, as well as several cosmopolitan newspapers, are received regularly, and placed in the reading room before they are filed for reference. During the college year the Library is open from 8 A. M. to 4:45 P. M. General reference books, books reserved for classes, general periodicals, and certain other groups of books are to be consulted only in the reading room. Books not specially reserved may be drawn for home use for one week.

The Library fines are as follows: (a) Two cents a day for each school day that a week-book is overdrawn. (b) Five cents an hour for each overnight book that is not returned at specified hour and is overdue. (c) Books that are lost or mutilated must be paid for in full.

The college is easily reached from all parts of town and is near bus terminals, making it accessible to those coming from other communities.

## PURPOSE

The purpose and aim of the Joplin Junior College is threefold in its nature.

The first aim is to meet the needs of those students who confidently expect to continue their education in a higher institution of learning, to prepare for some profession or continue their study in the general fields of learning for their own personal satisfaction.

The second aim is to introduce the students to the demands of some particular vocation in life and give as much training toward proficiency in that vocation as can be reasonably done in two-years' time. There are many occupations in life that can be called semi-professional. For such occupations the Junior College offers preparation. Many of the curricula offered have been outlined with this purpose in mind.



The third aim is to give its students two years of general cultural training, to make of them better citizens by having contact with the culture of the race, by living and acting in a group of their own age and experience, seeking truth and practicing it.

Good citizens require development in mind, soul and body. The various activities of the college are planned to give students such development. School is not only a preparation for life, but is life.

### ACCREDITING RELATIONS

Joplin Junior College has been placed on the list of junior colleges fully accredited by the University of Missouri. Other colleges and universities in Missouri and other states have accepted credit without question. If the work taken by the students is chosen with care and if the grades made are satisfactory, there will be no difficulty in transferring to a senior college or university with the proper advanced standing.

Joplin Junior College is a member of the American Association of Junior Colleges, which entitles the college to representation at the Annual Meeting of the Association.

### ADMISSION

**Regular Students.** Students are eligible for admission who have completed at least fifteen units of work in a high school accredited by the North Central Association or the University of Missouri. Transcripts must be on file with the registrar before the student enrolls.

For admission to the Arts and Science Course and Teacher-Training Course eleven of these units should be from the English, Mathematics, Social Studies, Science, Foreign Language or Psychology groups.

For admission to Pre-Engineering courses prospective students should present at least  $1\frac{1}{2}$  units of Algebra and Plane Geometry, included in requirements for the Arts and Science.

For admission to Terminal Courses a transcript of record showing graduation from an accredited high school is required.

Since the entrance regulations for the various senior colleges are not always the same, the above requirements, while providing entrance to the junior college, may not meet the requirements of a particular senior college, university or special school that the student plans to enter later. High school students should choose their electives to meet their requirements. Students enrolling in the Junior College, should also keep these special requirements in mind in selecting studies.

Deficiencies may be removed in three ways: (1) by examination, (2) by taking an equivalent course in college, or (3) by taking the course in an approved high school. Three semester hours of college work will remove one unit of entrance deficiency.

**Special Students.** The Junior College will admit as special students: (1) those who are unable by reason of regular employment or otherwise to carry the minimum load of twelve hours required



of regular students, (2) mature men or women who have not been graduated from an accredited high school but are able through maturity and experience to carry certain courses in college. A special student will be expected to attend classes, take regular examinations, and meet the same requirements as regular students.

A special student who wishes later to become a candidate for graduation will be required to meet the entrance requirements by examination or by such other methods as he finds possible.

### FRESHMAN TESTS

Every freshman is required to take aptitude and achievement tests intended to aid him in selecting courses suited to his individual needs. Vocational interest tests and other measures are offered at intervals throughout the student's residence in the college.

### ADVANCED STANDING

Students may present credits received from any accredited college or university for advanced standing in the Junior College. Full credit is allowed for satisfactory work completed in any other college of like standing.

### REGISTRATION

All students in attendance are asked to enroll before the close of school each year. This will apply also to seniors in the Joplin Senior High School who intend to enter Junior College in the fall, following graduation. Registration will begin during the week previous to the opening of school in September and January. Registration for the 1943-44 school year will be completed September 1 to September 7, 1943, and January 17, 1944.

A charge of \$1.00 will be made for registration later than the first week of each semester.

### FEES, TUITION AND RENTALS

All statements as to fees, tuition and rentals contained in this catalog are by way of announcement only for the school year covered by this catalog, and are not to be regarded as offers to contract on the basis of those statements, inasmuch as the Junior College expressly reserves the right to change any and all fees and other charges at any time without notice being given in advance of such a change.

**Time of Payment of Fees, Tuition and Rentals.** All fees, tuition and rentals must be paid in full at the time of registration at the opening of each semester as a condition of admission to classes. Registration is not complete until all charges are paid.

**Tuition.** Tuition is free to all students under 20 years of age who are residents of The School District of Joplin.

**Non-Residents or Students 20 Years of Age and Over.** Students who are non-residents of Joplin, or students who are 20 years of age and over, are required to pay a tuition fee of twenty dollars (\$20.00) per semester. For eight hours or less the tuition will be charged at the rate of \$1.50 per hour.



**Matriculation Fee.** A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the Junior College for the first time.

**Incidental Fee.** All students in the Joplin Junior College are required to pay an incidental fee of twelve dollars (\$12.00) per semester. This fee includes all expense required in every course, except breakage in laboratory courses, tuition charges, and rentals on books and locks. Students who are permitted to carry work leading to credit of from five to eight hours during the semester will be admitted on payment of an incidental fee of eight dollars (\$8.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of five dollars (\$5.00).

Students leaving school and dropping classes for which they have paid fees, prior to the close of the first four weeks, will receive refunds in accordance with the following schedule: First and second weeks, 80%; third and fourth weeks, 50%. After the expiration of the fourth week, no refunds will be made.

**Textbooks and Lock Rental Fee.** All textbooks and locks are owned by the school and are rented to the students. A deposit of eight dollars (\$8.00) is required, of which amount three dollars (\$3.00) will be returned when all books and locks are returned by the student.

Book rentals for part-time students will be as follows: From five to eight hours inclusive the deposit will be six dollars (\$6.00) per semester with a refund of two dollars (\$2.00). For four hours or less the deposit will be three dollars (\$3.00) with a refund of one dollar (\$1.00).

Rental deposits will be refunded throughout the first two weeks of each semester if the course has been changed or dropped with the permission of the Dean. After the first two weeks no refunds will be made.

**Applied Music Fee.** A fee of twenty-five dollars (\$25.00) per semester will be made and must be paid at the Junior College office at the time of enrollment.

**Laboratory Breakage Fee.** A deposit of one dollar (\$1.00) for breakage is charged for all laboratory courses in chemistry. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, an extra dollar (\$1.00) must be deposited.

**Fee for Late Registration.** Every student who makes known his desire to enroll after the close of the first week of each semester, must pay a fee of \$1.00 for late registration in addition to his other fees.

**Fee for Change in Program.** A fee of fifty cents (50c) must be paid for each petition to change a course after the first week of the semester.



**Examination Fee.** Students absent from a periodic or term examination may be given a special examination at the time set by the instructor upon the payment of fifty cents (50c) in advance, provided the absence is excused.

**Transcripts Fee.** A fee of fifty cents (50c) is charged for a duplicate transcript of credits.

The Junior College offers a scholarship to the high-ranking high school graduates. The scholarship covers the tuition for one year and may be awarded to a student in the highest one-tenth of the current graduating class. This award should be made by the respective high school at its commencement exercises and the name of the recipient sent to the Dean of the college.

Six scholarships covering non-resident tuition are open to high school graduates outstanding in speech and debate. Six scholarships are open to high school graduates doing outstanding work in music. Students interested in obtaining one of these scholarships should make application to the Dean of the college.

## REGULATIONS, GRADES AND DEGREES

### Amount of Work Permitted

During the war emergency eighteen hours of work in addition to physical training will be permitted in the fall and winter semesters and twelve hours in the summer session for students who wish to complete their work by attending both summer and winter. Students carrying their work in the regular way by attending only fall and winter sessions, are permitted to carry sixteen hours exclusive of physical training, which is required of all students. Sophomores may not carry more except by special permission granted by the Dean of the school. Regular students are not permitted to carry less than twelve hours, except by special arrangement. Such permission is given only to those regularly employed in part-time positions. Employed persons wishing to carry courses of study in the college may enroll as special students.

### Major-Minor

It is the practice of the University of Missouri and of many other colleges and universities to require students to complete for graduation a major of at least 24 hours and a minor of at least 18 hours.

All students who intend to complete their work for a degree in some higher institution of learning should notify the Dean of their intention before the end of the freshman year and be assigned to particular advisors. These advisors will help students to plan their courses so as to meet the special requirements of the particular schools which they expect to enter.

### Requirements for Graduation

Candidates for graduation from the Joplin Junior College are required to complete 64 credit hours, together with 64 honor points including physical training. Four of these hours are allowed for physical education, which is required of all students.



### Honor Points

Honor points are calculated as follows:

E equals excellent	3 honor points per credit
S equals superior	2 honor points per credit
M equals medium	1 honor point per credit
I equals inferior	0 honor points per credit

Exceptions to the honor-point requirement will be made only after full consideration by the Scholarship Committee.

Although a student may thus maintain only an average of I and remain in College, a student with such a record cannot be considered for graduation.

### Degrees and Diplomas

The Associate in Arts degree will be awarded to those meeting the above requirements in the Arts and Science curriculum, which includes the Pre-Law, Pre-Medical and Pre-Journalism curricula.

The Associate in Science degree will be awarded to those meeting the requirements in the Pre-Engineering curriculum.

The Associate in Education degree will be awarded to those meeting the requirements in the Teacher-Training curriculum.

The Associate in Music degree will be awarded to those students who complete the two-year course in Piano, Violin, Cello, or Public School Music.

In terminal curricula the diploma will be a certificate showing the completion of two-years' work required in preparation for definite work in a vocation.

The Two-Year State Certificate, permitting the holder to teach in the elementary or rural schools of Missouri, will be granted by the Missouri State Department of Education to all graduates who complete the prescribed course.

### CHANGES IN PROGRAM

No student may withdraw from a course or from the College without the permission of the Dean of the College.

If a student withdraws from a course after the first six weeks of the semester without such permission, he shall receive a grade of F for the course. This F becomes a part of the student's permanent transcript.

If a student withdraws from a course before the end of the third week of the semester with the permission of the Dean of the College, he shall be given a W (withdrawal) in the course.

The student must present the withdrawal permit to the instructor concerned, immediately, or a grade of F will be reported.

No student may withdraw from a course after the third week and receive a W, if his grade in that course is F.

### STUDENT CONDUCT

Junior College students are considered as having reached the age of responsibility and discretion. Their conduct, both in school and out, is expected to be dignified and honorable. They must realize from the first that the responsibility for their success in college work rests largely with themselves. The rules of this College are the rules of good behavior.



The Junior College must demand of its students the same degree of personal responsibility as do the higher institutions of learning which they are preparing to enter. Students are allowed all the freedom generally accorded college students in so far as such freedom is consistent with the interests of the College. All appropriate means are used to develop and confirm in the students a higher sense of personal honor and regard for the truth as representing the foundation for good conduct. A few plain and reasonable rules are prescribed, and each student is expected to abide by them. In observing these regulations, the conduct of a lady or gentleman is the standard to which everyone is expected to conform. The student's sense of honor is the main reliance, and his word of honor will go far in the matters touching his personal conduct. Misconduct, of course, makes the student liable for disciplinary action.



### ATTENDANCE REGULATIONS

Regular attendance in all classes is required and irregular attendance is held as sufficient cause for failure in any course. Since an absence means the loss of work which he may find very difficult to make up, the student must realize that his class standing usually suffers as a result of absences; and he must not interpret even an excused absence as meaning that his grade will not suffer nor that he is relieved from making up the work lost. The student is held responsible to the instructors for the classwork lost through absences.

Application for an excused absence is made immediately to the Dean of Men or Dean of Women. No 'cuts' are granted, but absences for acceptable reasons may be excused up to the number of



(3) credits that a course carries. Illness or death in the family are interpreted as acceptable reasons. Absences for other reasons, such as work or trips, are subject to the decision of the Scholarship Committee and depend upon the quality of the student's class-work and the frequency of his absences. In order to insure that such an absence will be excused, the student must make arrangements in advance of the absence with the Dean of Men or Dean of Women or with the instructors. Failure to follow this procedure may result in an unexcused absence. Unexcused or excessive absences result in a reduction of credit, the amount of which is determined by the Scholarship Committee in consultation with the instructors.

Appointment with the doctor or dentist must be arranged outside school hours.

Absences on days preceding or following holidays are counted as double absences.

Any student whose total number of absences in any course is equal to one-sixth of the total recitation meetings of that course will not be allowed to take the final examination in that course and will be given a failing grade.

Three tardies constitute an unexcused absence, but if as much as one-half the recitation period is missed, that tardy is equal to one absence.

Students absent from periodic or term examinations may be given a special examination at the time set by the instructor upon the payment of fifty cents in advance, provided the absence is excused. Otherwise the grade is F.

Late enrollment beyond the first week of a semester reduces the credit according to the above schedule.

### SYSTEM OF GRADING

The grades given for work in the Junior College are as follows:

E means that the individual is one of the few most excellent students. S means that the student ranks among those who are superior. The mark of M means that the student ranks among the students of medium or average ability. The mark of I means that the student is below the average. The mark of F means that the student has failed to meet the minimum requirements of the course. W means withdrawal from the course, with the permission of the Dean.

A student may be reported incomplete (Inc.) if some portion of his work remains unfinished. To secure credit, this work must be completed within two weeks; otherwise the recorded mark will be F.

### GRADE REPORTS

Written reports of grades for students are sent to parents or guardians at the end of each mid-semester.

Final examinations are held in all subjects at the end of each semester, at which time complete reports are sent to parents or guardians.



## SEMESTER HOUR

A semester hour of credit represents one hour of recitation or lecture, or two hours of laboratory a week for a period of 18 weeks.

## GENERAL RULES

It is very important that students should learn to be on time at all classes and at all meetings of whatever sort—Orchestra, Glee Club, class play, assembly and others. Irregularity in attendance at group meetings will soon destroy the interest of the individual and that of the groups. Irregular students usually fail to be successful and always retard work of the group.

To be eligible for participation in contests for the school, students must be doing passing work in at least 10 hours.

Students to be eligible for athletics must have passed in at least 9 hours' work in the preceding semester in school.

If any student in any nine-weeks' period makes two F's he must report to the Scholarship Committee.

Students should plan their time so as to give at least two hours of preparation to each hour recitation.

Students who withdraw from Junior College without being formally dismissed from the institution, may not be recommended to other colleges.

Students withdrawing without paying all required fees, rentals, etc., may not be recommended to other colleges until all obligations are cleared.

## CURRICULA

In the Arts and Science Curriculum are found the courses that are accepted for credit in the first and second year at the University of Missouri, and in most of the colleges and universities throughout the country.

The following are the minimum requirements:

1. The candidate must have been regularly admitted to the college.
2. He must complete the following required courses, and electives selected from the following list sufficient to make the total number of hours required:
  - a. English Composition and Rhetoric—6 hours.
  - b. Fifteen hours in one foreign language. If a student presents for admission two units in a single foreign language and continues with that language in college, he will be excused from the first five hours of this requirement.
  - c. Three hours of Mathematics or Logic unless three units of Mathematics have been presented for admission.
  - d. Five hours of physical science (Chemistry or Physics) unless two units of these have been presented for admission.
  - e. Five hours of biological science (Botany or Zoology) unless two units of these have been presented for admission.
  - f. Five hours in at least two of the social studies (Economics, Geography, History, Political Science, Sociology.)



- g. Three hours in at least two of the humanistic studies (Literature, English Masterpieces, Philosophy, the Fine Arts).
- h. Physical Education. Two years.
- i. A sufficient number of hours to complete the 64-hour requirement. These should be selected from those listed below under the Arts and Science Curriculum.

Suggested Curricula may be found below to meet the requirements for pre-law, pre-medicine, pre-engineering, pre-journalism, pre-business, and public administration.

Terminal two-year curricula are also offered for those who do not seek college credit. Terminal Courses in Vocational Education are open to special students who have not completed the required high school curriculum. Subjects taken in these curricula may or may not be given credit in various colleges, should a student later seek admission.

## ARTS AND SCIENCE CURRICULUM

### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Foreign Language — Spanish, French or German -----	5	Foreign Language — Spanish, French or German -----	5
History (1) -----	3	History (2) -----	3
History (3) -----	3	History (4) -----	3
College Algebra (1) -----	5	American History (5) -----	5
College Algebra and Trigonometry (3) -----	5	Analytic Geometry (4) -----	5
General Zoology (1) -----	5	Trigonometry (2) -----	2
General Inorganic Chemistry (1) -----	5	Introduction to Mathematics of Finance (8) -----	3
Fundamentals of Speech (5) -----	2	General Botany (2) -----	5
English Masterpieces (3) -----	2	General Inorganic Chemistry (2) -----	3 or 5
General Psychology (1) -----	3	General Psychology (1) -----	3
Educational Psychology (2) -----	3	Educational Psychology (2) -----	3
Introduction to Geography (1) -----	3	Fundamentals of Speech (5) -----	2
Art Survey (1) -----	3	English Masterpieces (4) -----	2
Introduction to Music I (1) -----	3	Art—Composition I (2) or Drawing I (5) -----	3
Life and Literature of the Old Testament (50) -----	3	Introduction to Music II (2) -----	3
Elementary Logic (1) -----	3	Life and Literature of the New Testament (60) -----	3
Hygiene (3) -----	2	Introduction to Philosophy (2) -----	3
		Introduction to Geography (1) -----	3
		Hygiene (3) -----	2
		Literary Interpretation (17) -----	3
Physical Education -----	R	Physical Education -----	R

### SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11) -----	3	English Life and Literature (12) -----	3
Elementary College Physics (1) -----	5	Elementary College Physics (2) -----	3
General College Physics (3) -----	5	General College Physics (4) -----	5
Economics (8) -----	5	Government of the United States (11) -----	5
Foreign Language — Spanish, French or German -----	3 or 5	Foreign Language — Spanish, French or German -----	3 or 5
Differential Calculus (5) -----	5		



Public Speaking (15) -----	3	Integral Calculus (6) -----	5
Qualitative Analysis (3) -----	3	Argumentation (16) -----	3
Comparative Anatomy of		Quantitative Analysis (4) -----	5
Vertebrates (4) -----	5	Bacteriology (6) -----	3
Educational Psychology (2) -----	3	Economic Geography (2) -----	2
Introduction to Geography (1) -----	3	Educational Psychology (2) -----	3
Art — Composition II (3) -----	3	Art — Composition III (4) -----	3
Drawing II (6) -----	3	Drawing III (7) -----	3
Elementary Harmony (11) -----	3	Advanced Harmony (12) -----	3
Musical Literature I (13) -----	2	Musical Literature II (14) -----	2
History of England (7) -----	3	History of England (7) -----	3
Contemporary Europe (6) -----	3	Contemporary Europe (6) -----	3
Physical Education -----	R	Latin American History (8) -----	3
		Physical Education -----	R
Total hours per semester -----		16	



## PRE-BUSINESS AND PUBLIC ADMINISTRATION CURRICULUM

In these fast-moving days we have seen modern miracles performed in the fields of chemistry, engineering and productive industry. Creative genius has resulted in greater quantities of scarce metals, new alloys, the development of synthetics, and vast improvements in air transportation, ship building and medical science.

These tremendously important results, however, could not have been accomplished without the guiding hands of specialists in organization and administration to co-ordinate the activities of creation, production and distribution.

Today, production, distribution, and finance are carried on by giant business corporations. The marked success of many huge companies has been the driving force of a well-organized staff



dominated by strong, able executives. Mass production has lowered costs and selling prices, bringing many commodities within the reach of millions, so that the American standard of living has attained a new high level.

The young man or woman who is ambitious to occupy a responsible executive position in one of the major activities in modern "big business" life should plan for careful training in the field of business organization and management.

The two-year curriculum in Pre-Business and Public Administration is devoted to the requirements in primary business courses as well as elective arts and sciences. Sixty hours of transferable credit can be obtained preliminary to the specialized courses offered in the third and fourth years in a senior college.

### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
General Inorganic Chemistry (1) --	5	General Botany (2) or General Zoology (1) or General Inorganic Chemistry (2) -----	5
College Algebra (1) -----	5	Trigonometry (2) -----	2
*Accounting (1) -----	3	*Accounting (2) -----	3
Physical Education -----	R	Physical Education -----	R
<b>Electives:</b>		<b>Electives:</b>	
Foreign Language — Spanish, French or German -----	5	Foreign Language — Spanish, French or German -----	5
Fundamentals of Speech (5) -----	2	Fundamentals of Speech (5) -----	2
College Algebra and Trigonometry (3) -----	5	History (2) or American History (5) -----	3 or 5
History (1) -----	3		

\*Not offered for credit in Senior College. Required unless one year of Accounting in high school is presented for entrance.

### SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11) --	3	English Life and Literature (12) --	3
Economics (8) -----	5	Government of the United States (11) -----	5
Public Speaking (15) -----	3	General Sociology (1) -----	3
Accounting (11) -----	3	Accounting (12) -----	3
Introduction to Mathematics of Finance (8) -----	3	Economic Geography (2) -----	2
Physical Education -----	R	Physical Education -----	R
<b>Electives:</b>		<b>Electives:</b>	
Foreign Language — Spanish, French or German -----	3 or 5	Foreign Language — Spanish, French or German -----	3 or 5
General Psychology (1) -----	3	Elementary College Physics (2) --	3
Elementary College Physics (1) --	5	Introduction to Mathematics of Finance (8) -----	3
		Argumentation (16) -----	3

Total Hours per semester ----- 16





### PRE-ENGINEERING CURRICULUM

The world of today—and of tomorrow!—is the world of the scientific engineer. Never have demands been made upon any human group as are being made upon the engineer today. The ultimate victory in the present total war will be given to those countries that have developed their scientific and engineering techniques to the fullest extent. The continued supremacy and further development of those victorious nations will depend in large part upon the ingenuity of their scientists and engineers.

There now exists a demand at high salaries for more graduate engineers than the colleges can supply. They are being commissioned as officers in every branch of the armed service. They are in great and ever increasing demand in the war industries. They are needed in agricultural planning, in construction work, in communication, transportation, and a host of similar relative fields. Even Junior Engineers, with only a two years' college engineering course are being employed at good salaries. Moreover, there is every reason to believe that the demand following the War will continue to be large.

Every worthwhile engineering curriculum has a three-fold aim: (1) to train the student thoroughly in the fundamental physical sciences and mathematics; (2) to develop his ability to apply these sciences to the special fields of engineering; and (3) to help him become an acceptable member of an intelligent society through such courses as English, history, economics, etc. The courses offered in Joplin Junior College accomplish the first and third objectives, the second must be realized in the junior and senior years in an engineering college.



It is our firm belief, derived from actual experiences, that our students, who have received the personal attention that our instructors are able to give them in small classes, will be equipped to do better work in the engineering school than those who have been subjected to the mass instruction in the large classes of the freshman and sophomore years in those same institutions. Our laboratories are well and sufficiently equipped. Our faculty is composed of persons especially trained in the teaching of students of junior college age. Our standards are high.

The Joplin Junior College Engineering Curriculum conforms with the first two years of those in most Colleges of Engineering. In the sophomore year of a College of Engineering there are a few courses not available in the Junior College. These may be compensated for by taking in the Junior College courses in history, English, economics, etc., which may be substituted for similar required courses in the later years of the engineering curriculum. These requirements will vary slightly with different colleges. It is strongly recommended that the student early decide which College of Engineering he will enter and arrange his Junior College work to conform with their requirements. In some instances, it will be desirable to plan on attending the summer term of that college before entering upon the junior year.

### FIRST YEAR

Common to all Engineering Curricula:

	Hrs.		Hrs.
College Algebra and Trigonometry (3) -----	5	Analytic Geometry (4) -----	5
General Inorganic Chemistry (1) --	5	General Inorganic Chemistry (2) -----	3 or 5
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Engineering Drawing I (1) -----	3	Descriptive Geometry (2) -----	3
Physical Education -----	R	Slide Rule -----	1
		Physical Education -----	R

### SECOND YEAR

	Hrs.		Hrs.
Differential Calculus (5) -----	5	Integral Calculus (6) -----	5
General College Physics (3) -----	5	General College Physics (4) -----	5
Economics (8) -----	5	American History (5) -----	5
Public Speaking (15) -----	3	English Life and Literature 11 or 12 -----	3
Physical Education -----	R	Physical Education -----	R
(Chemical Engineers should substitute Qualitative Analysis for Public Speaking.)		(Chemical Engineers should substitute Quantitative Analysis for History.)	

(Students planning on continuing at Rolla should take both English 11 and English 12, omitting Public Speaking.)





### PRE-JOURNALISM CURRICULUM

The aim of this curriculum is to meet the requirements of the Missouri School of Journalism, which requires 60 hours of Arts and Science subjects completed in preparation for work of the junior and senior years in that school. The courses recommended here are selected as giving those which furnish the best preparation.

The field of journalism is an attractive one to many people. Thorough preparation and many years of hard work coupled with natural talent are prerequisite to success in this field. The radio has added new opportunities in which such training is needed.

A course in the School of Journalism opens up for students a wide range of occupations besides those connected with writing for newspapers and periodicals. Even this offers much variety, such as that of reporters, copy readers, special page writers, editorial writers, sports writers, free lance writers, illustrators, cartoonists, advertising writers.

In addition to newspaper work there is the radio field which is offering a variety of opportunities. The motion picture industry is another field with many occupations for those trained in writing. In the business world the product of the School of Journalism finds an opportunity to apply what he has learned in the advertising department.

#### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Foreign Language — Spanish, French or German -----	5	Foreign Language — Spanish, French or German -----	5



General Zoology (1) or General		History (electives) -----	6
Inorganic Chemistry (1) -----	5	English Masterpieces (3) -----	2
*College Algebra (1) -----	5		
or			
Fundamentals of Speech (5) -----	2		
Physical Education -----	R	Physical Education -----	R

## SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11) --	3	English Life and Literature (12) --	3
Economics (8) -----	5	Government of the	
General Psychology (1) -----	3	United States (11) -----	5
American History (5) -----	5	General Sociology (1) -----	3
		General Inorganic Chemistry (1)	
		or General Botany (2) -----	5
Physical Education -----	R	Physical Education -----	R

\*Unless on entrance 3 units of high school mathematics have been presented

Total hours per semester ----- 16

## PRE-LAW CURRICULUM

Some one has said, "It is not the business of the lawyer to decide the case, but to see that the legal rights of the accused are protected." It is not the business of the junior college to decide who shall become lawyers, rather is it the business of the junior college to train the student who has made up his mind to follow\* this very ancient and honorable of all professions.

Law, in its legal sense, as distinguished from other uses of the term, means those rules and principles governing and regulating social conduct which are recognized and enforced in regularly established tribunals. Its purpose is to accomplish substantial justice to all parties. Rome is considered the greatest law giver of all time. The honor of this great liberal profession has been vindicated by the legal minds of ancient Rome as well as by modern advocates who have filled the most important offices of state with pure integrity and consummate wisdom.

## FIRST YEAR

	Hrs.		Hrs.
English Composition		English Composition	
and Rhetoric (1) -----	3	and Rhetoric (2) -----	3
Foreign Language or Science -----	5	Foreign Language or Science -----	5
History (1) -----	3	History (2) -----	3
Elementary Logic (1) -----	3	English Masterpieces (3) -----	2
Fundamentals of Speech (5) -----	2	Electives -----	3
Physical Education -----	R	Physical Education -----	R

## SECOND YEAR

	Hrs.		Hrs.
American History (5) -----	5	Government of the	
Economics (8) -----	5	United States (11) -----	5
Public Speaking (15) -----	3	General Sociology (1) -----	3
General Psychology (1) -----	3	Argumentation (16) -----	3
		Science -----	5
Physical Education -----	R	Physical Education -----	R
Total hours per semester -----		16	





### PRE-MEDICAL CURRICULUM

The need for physicians is greater than at any former time in our history, and the need in the post-war period will even be greater than at present. Those now entering the medical profession are choosing one which has no likelihood of becoming crowded. The recompense will be great, both in the monetary value and in the satisfaction that comes from rendering a great service to mankind.

The courses we offer are fully accredited by the University of Missouri, and the University now allows our students to enter the School of Medicine upon the satisfactory completion of sixty hours of pre-med work.

The need for nurses and technicians is equally as great as that for physicians. The nurses generally carry out the instructions of the physicians, but the crisis may become sufficiently great as to require us at times to rely upon the judgment of the nurse in preventive and curative procedure. A comprehensive background in chemistry, biological sciences, physics, and mathematics will enable the nurse to render more efficient service.

The laboratory technicians must also have technical knowledge in mathematics, biological sciences, chemistry, and physics in order that they may acquire the skills necessary for operating various machines, performing and interpreting experiments necessary for immunization, also for curing diseases.

#### FIRST YEAR

	Hrs.		Hrs.
English Composition		English Composition	
and Rhetoric (1) -----	3	and Rhetoric (2) -----	3
General Inorganic Chemistry (1) --	5	General Inorganic Chemistry (2) --	5
General Zoology (1) -----	5	General Botany (2) -----	5
College Algebra (1) -----	3	Trigonometry (2) -----	2
Physical Education -----	R	Physical Education -----	R



## SECOND YEAR

	Hrs.		Hrs.
Qualitative Analysis (3) -----	3	Quantitative Analysis (4) -----	5
Elementary College Physics (1) ---	5	*Foreign Language — French	
*Foreign Language — French		or German -----	5
or German -----	5	Elementary College Physics (2) ---	3
History (elective) -----	3	Elective -----	3
Physical Education -----	R	Physical Education -----	R

## Electives:

	Hrs.
Economics (8) -----	5
Gov't of United States (11) -----	5
Physiology (5) -----	3
Public Speaking (15) -----	3
General Sociology (1) -----	3
Comparative Anatomy of	
Vertebrates (14) -----	5
Elem. Organic Chemistry (5) -----	5

\*If not taken in high school.



## APPLIED MUSIC CURRICULUM (Terminal)

The Joplin Junior College offers exceptional opportunity for those students who plan to take either a major or minor in music. Two semesters of ear training are offered in "Introduction to Music". Students entering with almost no previous training in the theory of music, cover in this time the basic principles of harmony along with enough ear training technique to write out readily a four-part chorale played by the piano one time through. The system of ear training deserves more complete attention, for any musician will agree that the final criterion of one's ability is how accurately he hears. The course is one developed by Mr. Melville Smith while he was teaching at the Julliard School in New York and while studying in Paris as a pupil of Nadia Boulanger, probably the foremost theorist in the world today.



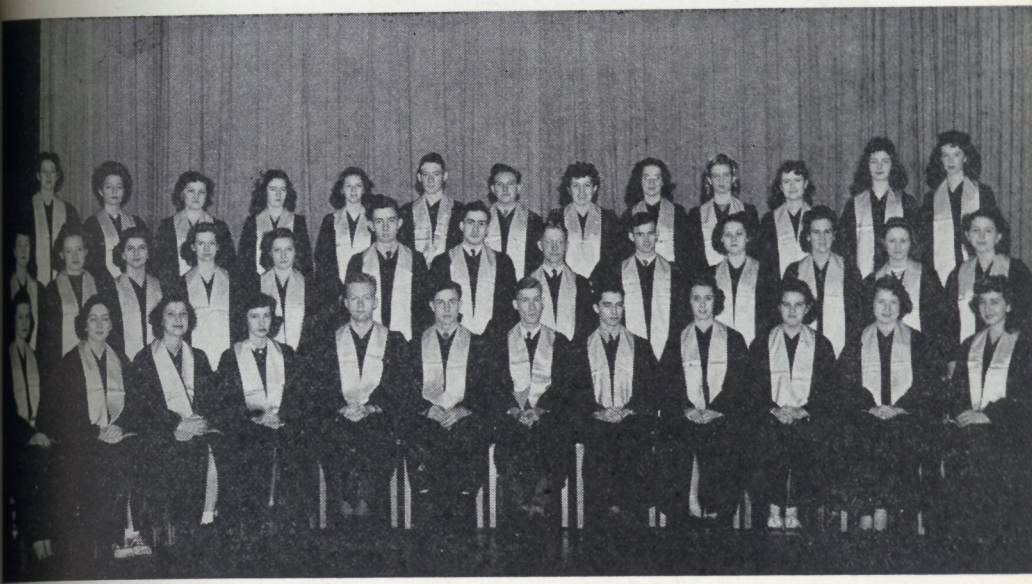
Two semesters of harmony are also offered. Because students are usually required to have two semesters of Introduction to Music before beginning Harmony, the work covered is usually slightly more than the average year of college Harmony. Students entering with knowledge of basic harmony are sometimes allowed to enter Harmony directly.

Musical Literature, a sophomore course, might well be called comparative arts, covering as it does, the parallel development of music, painting, sculpture, architecture, philosophy and literature through the various periods of history.

College Orchestra. An opportunity for membership in the College Orchestra is provided all students who wish to become proficient in orchestral instruments. The orchestra meets five hours each week on school time. Symphonic music of the highest grade is studied. The orchestra furnishes music for assemblies, public gatherings, entertainments, and for high school assemblies in neighboring towns.

College Chorus. The college chorus meets twice each week. All students of voice should arrange to enroll in this chorus in order to acquire skill in ensemble singing and sight reading. Members become acquainted with masterpieces of choral music, including selections from opera, standard composition, etc.

Private music lessons are given for those students who wish to study music privately. The college maintains an applied music faculty for instruction in piano, organ, voice, violin, viola and cellos. Credit from these lessons may be applied to graduation from the Junior College. A complete list of the applied music faculty is given in the front of the catalog.





## APPLIED MUSIC CURRICULUM (Terminal)

For the completion of the applied music curriculum the student is required to offer one hour per semester in some form of applied music. For those students who wish to begin a major or minor in music and any who desire to improve their ability as a performer, the college offers the following courses in applied music.

## FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Foreign Language — Spanish, French or German -----	5	Foreign Language — Spanish, French or German -----	5
Introduction to Music I (1) -----	3	Introduction to Music II (2) -----	3
Music Major; Piano, Violin, Voice -----	1	Music Major: Piano, Violin, Voice -----	1
English Masterpieces (3) -----	2	English Masterpieces (4) -----	2
Physical Education -----	R	Physical Education -----	R
Electives: -----		Electives: -----	
Orchestra -----	1	Chorus -----	1

## SECOND YEAR

	Hrs.		Hrs.
Music Major: Piano, Violin, Voice -----	1	Music Major: Piano, Violin, Voice -----	1
Elementary Harmony (11) -----	3	Advanced Harmony (12) -----	3
Music Literature I (13) -----	2	Music Literature II (14) -----	2
Foreign Language — Spanish, French or German -----	3 or 5	Foreign Language — Spanish, French or German -----	3 or 5
English Life and Literature (11) -----	3	English Life and Literature (12) -----	3
Physical Education -----	R	Physical Education -----	R
Electives: -----		Electives: -----	
Orchestra -----	1	Chorus -----	1
Total hours per semester -----		-----	16





## TEACHER-TRAINING CURRICULUM

The teacher-training course has been planned to give the student the primary basic training needed to successfully teach in rural schools and in the elementary grades of small town schools. On completion of the required courses the student is issued a two-year elementary certificate which licenses her to teach in the State for two years. This training is subject to renewal under certain conditions.

Much of the training received during the two years may be used to a good advantage in such fields as occupational therapy, social welfare, and recreational supervision. General psychology, a course required in many curricula; and Educational psychology, a required course for any degree in Education, are offered each semester. Present day needs and problems of the elementary teacher are stressed with emphasis on the practical application rather than on theory.

During the last semester the student teacher is required to take Observation and Practice Teaching. The time is divided between visiting elementary schools in the Joplin public schools and in doing actual teaching in the local schools. The student teachers during this period are under the supervision of teachers of recognized ability and receive the best type of instruction available.

The shortage of teachers has eliminated the one time problem of securing a position. The college for the past two years has been unable to supply the demand for teachers for good paying positions. Under the accelerated schedule a student may enter the summer term and at the end of the summer term of the following year have qualified herself to secure and successfully teach an elementary school in the State.

Few positions offer better opportunities for young women if an "after the duration" view point is considered. Peace brings with it many occupational changes; and as formerly, those teachers who have training and experience will continue in their present positions or receive promotions.

## FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
General Psychology (1) -----	3	Educational Psychology (2) -----	3
History (1) or (3) -----	3	<del>American History (5) -----</del>	<del>5</del>
Hygiene (3) -----	2	General Botany (2) -----	5
Elementary School Organization and Management (5) -----	3	<i>Geog 2 1/2</i>	<i>3</i>
Public School Music (5) -----	2 or 3		
Physical Education -----	R	Physical Education -----	R

## SECOND YEAR

	Hrs.		Hrs.
English Life and Literature (11) --	3	Children's Literature (13) -----	2
Technique of Teaching in the Elementary Schools (11) -----	3	Observation and Practice Teaching in the Elementary Schools (16) -----	3
Introduction to Geography (1) -----	3		

*Am. Geo. 5*



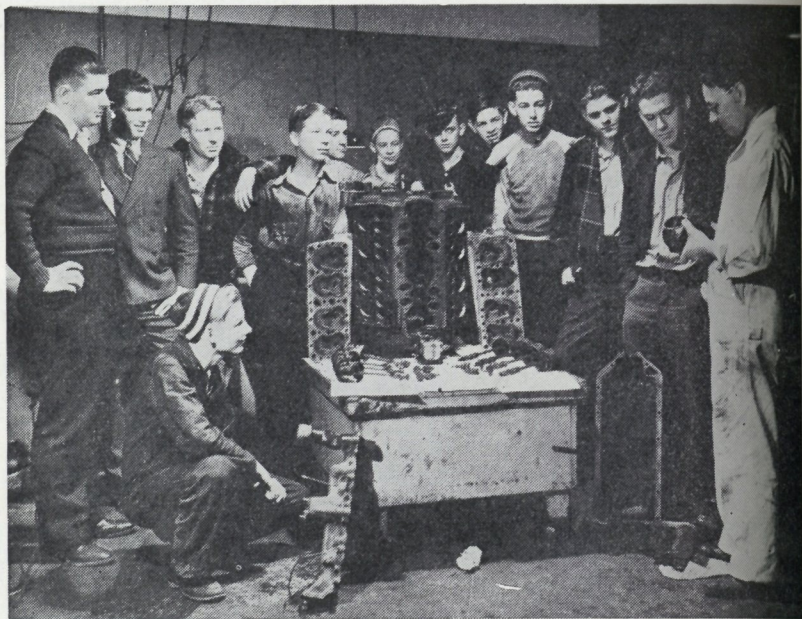
Art Survey (1) -----	2 or 3
Physical Education -----	R
Electives:	
History (2) or (14) -----	3
Science -----	5
Fundamentals of Speech (5) -----	2

*art*

Gov't. of the United States (11) ---	5
Teaching of Arithmetic in the Elementary Schools (12) ---	3
Physical Education -----	R
Electives:	
English Life and Literature (12) ---	3
English Masterpieces (4) -----	2
General Sociology (1) -----	2
Art Composition I (2) or Drawing I (5) -----	3

Total hours per semester ----- 16

This curriculum meets the requirements of the State Superintendent for a  
Two-Year Elementary Teacher's Certificate.



### AUTOMOBILE MECHANICS CURRICULUM (Terminal)

This course aims to provide the training required of a competent automobile repair man. The instruction consists of shopwork and lectures. Manufacturers' manuals are, also, used in work practice. The course covers the entire field of automobile maintenance and repair, including engines, motor analyzing, chassis, carburetors, starting, lighting, ignition systems, and safety maintenance, with full attention to both theory and practical work in the shop.

Students have a chance to become acquainted with all makes of cars, and their repair, since the school shop is a real garage and handled on a commercial basis. The customer expects a satisfactory repair job. The instructor is an experienced and thorough mechanic. It naturally follows that the student taking a course under circumstances as these will go out prepared to do the right kind of work.



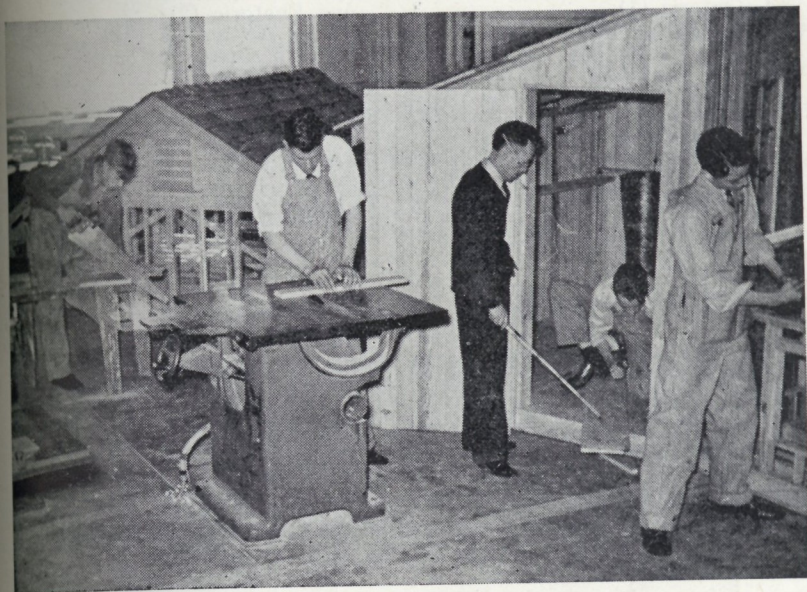
While there is a great demand in war for repair men in the service to keep autos, jeeps, trucks and tanks in good repair and rolling, after the war is over the automobile will come into its own again. New cars will be on the market and the demand for trained mechanics will increase where many war-time trades will decrease.

## FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Related Mathematics and Drawing (5) -----	5	Related Mathematics and Drawing (5) -----	5
Shop Work -----	7½	Shop Work -----	7½
Physical Education -----	R	Elective -----	3
		Physical Education -----	R

## SECOND YEAR

	Hrs.		Hrs.
Elementary College Physics (1) -----	5	Elementary College Physics (2) -----	3
General Sociology (1) -----	3	Gov't. of the United States (11) -----	5
Shop Work -----	7½	Shop Work -----	7½
Physical Education -----	R	Physical Education -----	R
Total hours per semester -----			16



## CARPENTRY CURRICULUM (Terminal)

This course is planned to give students training in the work of carpenter and joiner. Much of the work is done in the shop, where many projects are carried on for the schools—as the making of tables, bookcases, typewriting tables, music stands, stage scenery or other furniture needed in the schools. Students are also instructed in reading blue prints, in framing houses, flooring, shingling, etc.



The trade of the carpenter and builder is an ancient and honorable trade and will always be with us. As long as homes are built or public buildings are erected there will be need for those who work in wood.

Training in the carpenter shop is fundamental. The builder, building superintendent, the architect, the contractor, should have his early training there. Many other profitable businesses and occupations may result from such training. Many a successful farmer has been an expert carpenter. In many great factories the worker in wood is found. The pattern maker makes from wood the forms used in the foundry where machines made from iron, steel and many other metals are formed.

Not only is the work in the shop needed but the related subjects should be mastered. The successful mechanic needs to be intelligent about many things, especially mathematics.

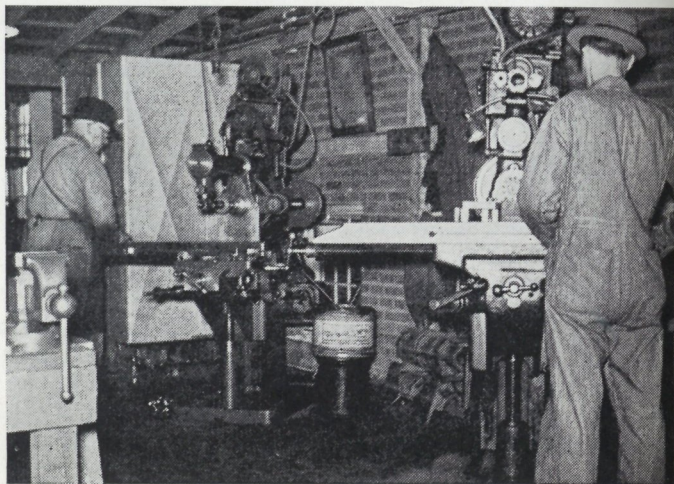
Second-year students may be assigned to actual production work with a contractor where he will get training and experience on the job.

#### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Related Mathematics and Drawing (5) -----	5	Business Arithmetic (7) -----	3
Shop Work -----	7½	Related Mathematics and Drawing (5) -----	5
Physical Education -----	R	Shop Work -----	7½
		Physical Education -----	R

#### SECOND YEAR

	Hrs.		Hrs.
Home Planning (6) -----	3	Gov't. of the United States (11) -----	5
Economics (8) -----	5	Building Estimating (3) -----	3
Shop Work -----	7½	Shop Work -----	7½
Physical Education -----	R	Physical Education -----	R
Total hours per semester -----		16	





## GENERAL SHEET METAL AND

### AIRCRAFT SHEET METAL CURRICULUM (Terminal)

The sheet metal department has a large variety of machines, as brakes, shears, rolls, crimpers, punches of the same type found in any job sheet metal shop. The training in this department is carried out by the use of production jobs such as filing cabinets, duct work, guttering and miscellaneous general sheet metal jobs that are needed in the local schools.

The aircraft sheet metal department consists of the most modern aircraft manufacturing equipment of the same nature as used in aircraft factories. This equipment includes brakes, shears, deep-throat punch, rivet guns, electric drills and various hand tools. A complete operation analysis of the demands of aircraft plants is used for instruction purposes so that trainees are taught the skills sought by the Personnel Department of various aircraft companies.

Classes meet three hours per day five days per week, students receiving  $7\frac{1}{2}$  hours of terminal credit for satisfactory completion of the course. Both men and women are eligible for the course, and most major aircraft factories are seeking large numbers of trained workers.

#### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Related Mathematics and Drawing (5) -----	5	Related Mathematics and Drawing (5) -----	5
Shop Work -----	$7\frac{1}{2}$	Shop Work -----	$7\frac{1}{2}$

#### SECOND YEAR

	Hrs.		Hrs.
General Sociology (1) -----	3	Economics (8) -----	5
Elementary College Physics (1) -----	5	Elementary College Physics (2) -----	3
Shop Work -----	$7\frac{1}{2}$	Shop Work -----	$7\frac{1}{2}$

## ACETYLENE AND ELECTRIC WELDING CURRICULUM (Terminal)

Acetylene welding department has fourteen torches, three cutting torches and a cutting machine. The specialty of this department is aircraft welding.

The electric welding department has ten 200 amp Lincoln machines and one 300 amp Lincoln machine. The specialty of this department is shipbuilding electric welding.

A specialized course of instruction has been developed which will enable those who satisfactorily complete the course to become certified Navy welders which in itself means a high payroll rating. The welding courses are available to men and women. Classes meet three hours a day five days a week, the student receiving  $7\frac{1}{2}$  hours of terminal credit for satisfactory completion of the course. Employment possibilities on completion of either welding course is excellent.



## ONE YEAR ONLY

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Mathematics and Drawing -----	5	Mathematics and Drawing -----	5
Shop Work -----	7½	Shop Work -----	7½

## HEAT TREAT AND FORGING CURRICULUM (Terminal)

The heat treat shop contains modern pyrometers, thermocouples, and case hardening furnaces. Students are taught S. A. E. standards, methods of testing for hardness, determining types of metals with correct treatment and industrial safety practices in handling various solutions used in heat treat.

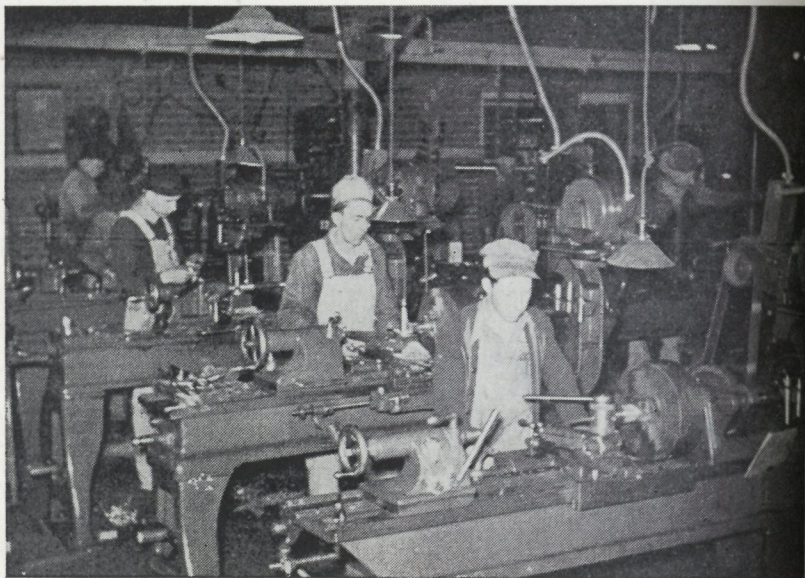
The forge shop has a 100 lb. power hammer, a 50 lb. power hammer, three forges, six anvils, power grinders, and a large number of miscellaneous small tools.

This department specializes in the shaping and forming of hot metals. Students make many of the small tools used in their training. After a preliminary training in fundamentals, a student is permitted to choose a field for specializing, as farming, mining, or oil field forging.

These classes meet three hours per day five days a week, students receiving 7½ hours of terminal credit for satisfactory completion of the course. Local employment excellent upon satisfactory completion of the course.

## FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Drawing and Mathematics -----	5	Drawing and Mathematics -----	5
Shop Work -----	7½	Shop Work -----	7½





## MACHINE SHOP CURRICULUM (Terminal)

In the machine shop will be found industrial type equipment consisting of fifteen lathes, three mills, two shapers, planers, radial drill and assorted drill presses, and several thousand dollars of small tools.

On each of these machines an approved job operation analysis has been made, which has the approval of employers and labor representatives. This analysis makes possible specific operation training, and production jobs are provided to carry out the instruction in the operation. Production jobs such as making drill presses, bench shapers, machine vises, bench milling machines, bench metal lathes and sundry small tools, jigs and fixtures are used for training purposes.

Classes meet three hours per day five days per week, students receiving  $7\frac{1}{2}$  hours of terminal credit for satisfactory completion of the course. The machine shop course is available for men and women. Employment possibilities upon satisfactory completion of the course are excellent. Graduates are employed in various war production plants at exceptionally good wages.

### FIRST YEAR

	Hrs.		Hrs.
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Drawing and Mathematics -----	5	Drawing and Mathematics -----	5
Shop Work -----	$7\frac{1}{2}$	Shop Work -----	$7\frac{1}{2}$

### SECOND YEAR

	Hrs.		Hrs.
General Sociology (1) -----	3	Economics (8) or Gov't. of the United States (11) -----	5
Elementary College Physics (1) -----	5	Elementary College Physics (2) -----	3
Shop Work -----	$7\frac{1}{2}$	Shop Work -----	$7\frac{1}{2}$

## GENERAL BUSINESS CURRICULUM (Terminal)

The aim of this department is to give special training for those who do not plan to go beyond the junior college.

This curriculum gives the student the decided advantage of taking certain specialized courses in business immediately upon entrance and without regard to senior college preliminary requirements. To obtain the full benefit of this curriculum, the student should plan for two full years of work. Haphazard training does not meet modern requirements of good business. Higher salaries go along with advanced training and greater responsibilities.

The present day business man either produces his goods or buys them already made. Produced or purchased goods must be sold with the aid of advertising and sales promotion to wholesalers and retailers. These operations involve purchasing, manufacturing, cost finding, management, accounting, stenography, the use of business machines, sales promotion, advertising, retailing and many other economic activities.



Today, the best opportunities for responsible positions are with the large corporations which dominate the business fields of production, distribution and finance. The student should not find himself a few years hence a victim of "too little and too late" as to business training requirements. The student who plans to be in business for himself should understand the problems of the small business man and should plan for coordinated courses of study to that end.

The student who plans to devote his time and training in working for others should have a comprehensive grasp of the possibilities and requirements of big business. The poorly trained applicant is handicapped from the start. A two-year period of mature intensive training NOW paves the way for the better positions of responsibility in later years. This two-year plan should include Advanced Accounting, Advertising, Retailing, Business Management, Salesmanship, Economics, Business Law, Introduction to Business, Business Machines, Typewriting, and such other secretarial courses as he may choose.

#### FIRST YEAR

Hrs.		Hrs.	
English Composition		English Composition	
and Rhetoric (1) -----	3	and Rhetoric (2) -----	3
*Accounting (1) -----	3	*Accounting (2) -----	3
Introduction to Business (7) -----	2	Physical Education -----	R
Physical Education -----	R	<b>Electives:</b>	
<b>Electives:</b>		Secretarial Typewriting A or B	
Shorthand—Transcription (13) -----	3	(16 or 17) -----	2
Typewriting (5 or 15) -----	3	Shorthand—Dictation (4) -----	3
Shorthand (3) -----	5	Advertising (24) -----	3
Salesmanship (23) -----	3	Fundamentals of Speech (5) -----	2
Fundamentals of Speech (5) -----	2		
Business Arithmetic (7) -----	3		

\*If one year has not been taken in high school.

#### SECOND YEAR

Hrs.		Hrs.	
Economics (8) -----	5	Gov't. of the United States (11) -----	5
*Accounting (11) -----	3	Accounting (12) -----	3
Physical Education -----	R	Physical Education -----	R
<b>Electives:</b>		<b>Electives:</b>	
Business Organization and		Business Law (30) -----	3
Management (25) -----	3	Retailing (27) -----	3
Shorthand (13) -----	3	Introduction to Business (7) -----	2
Secretarial Typewriting A or B		Shorthand (14) -----	3
(16 or 17) -----	3 or 2	Secretarial Typewriting A or B	
		(16 or 17) -----	2
		Economic Geography (2) -----	2

\*Required of students majoring in Accounting. A grade of M or better is required in Accounting (1 and 2). Total hours per semester, 16.





### SECRETARIAL CURRICULA (Terminal)

Probably never before in the history of our country has there been such a critical shortage of stenographic and general office workers as at the present time. This shortage is due to the unprecedented demand of the armed forces, governmental agencies, and industry. This shortage throws out a challenge to all young people, as to how they can contribute most to the war effort; and at the same time, prepare for the post-war period as well.

With the training offered in the Junior College, it is possible for a person to become an efficient stenographer, a skilled typist, and a proficient machine operator.

The courses in stenography or shorthand are so planned that a person can progress as fast as he chooses. Functional Method Books I and II are completed in the beginning course. Intensive practice in dictation, reading, and transcription is given in all other classes. Speeds attained range from 80 to 175 words per minute, depending upon the person's previous training and the number of courses he takes while he is in college.

Every office worker must have a pleasing personality. He must be able to handle the mail, meet callers, file correspondence, answer the telephone, and perform the usual duties of any office. Special training along this line is given in the Secretarial Procedures course.

Every office has a need for competent typists on its staff. To obtain the average office position, the typist must be able to write accurately at not less than 60 words per minute.



A person can begin or continue his training in typewriting at the Junior College. Special instruction is given in the typing of business letters, rough drafts, tabulations, manuscripts, financial statements, legal typing, typing of business forms, civil service, military and naval correspondence. Speeds attained in typing range from 40 to 80 words per minute on ten-minute tests, depending upon the number of courses a person takes.

There is an increasing demand for skilled machine operators. A special course is offered in office machines in the College. The equipment is up to date and includes the following machines: the Burroughs Bookkeeping, Friden, Burroughs Adding, the New Process Duplicator, and electric mimeograph, and the voice-writing machine or the Ediphone.

### SECRETARIAL CERTIFICATE A

Curriculum A is designed to meet the needs of those students who have had previous stenographic training and who desire to continue their study; so that they may attain higher speeds in shorthand, typing, and machine operation. They become expert and better qualified to obtain and hold more responsible positions in this field.

#### FIRST YEAR

	Hrs.		Hrs.
Business Arithmetic (7) -----	3	English Composition and Rhetoric (2) -----	3
English Composition and Rhetoric (1) -----	3	Shorthand (14) -----	3
Shorthand (13) -----	3	Secretarial Typewriting A (16) ---	2
Introduction to Business (7) -----	2	Physical Education -----	R
Typewriting (15) -----	3	Electives -----	8
Physical Education -----	R	Electives (Business)	
Electives -----	2	Accounting (11) (12) -----	3
		Salesmanship (23) -----	3
		Advertising (24) -----	3

#### SECOND YEAR

	Hrs.		Hrs.
Office Machines (20) -----	3	Secretarial Procedures (21) -----	3
Secretarial Typing B (17) -----	2	Business Law (30) -----	3
Economics (8) -----	5	General Psychology (1) -----	3
Fundamentals of Speech (5) -----	2	Accounting (2) -----	3
General Elective -----	3	General Elective -----	4
Physical Education -----	R	Physical Education -----	R
*Accounting (1) -----	3	Economic Geography (2) or Introduction to Geography (1) ---	2 or 3

\*Not required if one year of Bookkeeping has been completed in high school.



Electives:	
Advanced Calculator (28) -----	3
Advanced Office Machines (34) ----	3
Introduction to Mathematics of Finance (8) -----	3
Business Organization and Management (25) -----	3
Retailing (27) -----	3
Economic Geography (2) -----	2
Shorthand (33) -----	3
Total Hours per semester -----	16

## SECRETARIAL CERTIFICATE B

Curriculum B should be taken by students who have had little or no previous stenographic training before entering the college. This course is planned so that students take beginning courses in shorthand, typing, and office machines. After completion of this program, these students are qualified to satisfactorily meet the demands of the average office.

### FIRST YEAR

Hrs.		Hrs.	
English Composition and Rhetoric (1) -----	3	English Composition and Rhetoric (2) -----	3
Introduction to Business (7) ----	2	Business Arithmetic (7) -----	3
Shorthand (3) -----	5	Shorthand (4) -----	3
Typewriting (5) -----	3	Typewriting (6) -----	3
Accounting (1) -----	3	Accounting (2) -----	3
Physical Education -----	R	Physical Education -----	R

### Electives:

	Hrs.
General Psychology (1) -----	3
Salesmanship (23) -----	3
Advertising (24) -----	3
Calculator (28) -----	3

### SECOND YEAR

Hrs.		Hrs.	
Shorthand (13) -----	3	Business Law (30) -----	3
Typewriting (15) -----	3	Shorthand (14) -----	3
Office Machines (20) -----	3	Secretarial Typewriting A (16) ----	2
Economic Geography (2) -----	2	Secretarial Procedures (21) -----	3
Physical Education -----	R	Physical Education -----	R
Electives -----	5	Electives -----	5

### Electives

Fundamentals of Speech (5) -----	2
General Psychology (1) -----	3
Salesmanship (23) -----	3
Advertising (24) -----	3
Economics (8) -----	5
Business Organization and Management (25) -----	3
Retailing (27) -----	3
Shorthand (33) -----	3
Advanced Office Machines (34) ----	3
Calculator (28) -----	3
Total hours per semester -----	16





### SECRETARIAL CERTIFICATE C

Curriculum C is a streamlined course designed to meet the demands of the individual who desires to get his stenographic training in the shortest possible time. For some, this might be a refresher course, or it might be a war-emergency course to meet the present urgent call for secretaries and stenographers.





First Semester	Hrs.	Second Semester	Hrs.
Shorthand (13) -----	3	Shorthand (14) -----	3
Typewriting (15) -----	3	Typewriting (17) -----	2
Typewriting (16) -----	2	Typewriting (18) -----	2
Accounting (1) or (11) -----	3	Accounting (2) or (12) -----	3
English Composition		Secretarial Procedures (21) -----	3
and Rhetoric (1) -----	3	Business Arithmetic (7) -----	3
Office Machines (20) -----	3		
Physical Education -----	R	Physical Education -----	R

### MEDICAL SECRETARIAL CURRICULUM (Terminal)

This course combines the necessary secretarial training needed in the office of a physician or dentist but provides also the various scientific courses that furnish a background of knowledge needed by an efficient doctor's assistant. During the second year the work in accounting, shorthand and typewriting is especially adapted to the needs of the office.

#### FIRST YEAR

	Hrs.		Hrs.
English Composition		English Composition	
and Rhetoric (1) -----	3	and Rhetoric (2) -----	3
General Zoology (1) -----	5	General Inorganic Chemistry (1) --	5
Shorthand (3) (4) or (13) ----	5 or 3	Shorthand (4) or (14) -----	3
Typewriting (5) or (15) -----	3	Typewriting (6) or Secretarial	
Physical Education -----	R	Typewriting (16) A -----	3 or 2
<b>Electives:</b>		Hygiene (3) -----	2
English Masterpieces (3) -----	2	Physical Education -----	R
Total hours per semester -----			16

#### SECOND YEAR

	Hrs.		Hrs.
Anatomy and Physiology (5) ----	3	Bacteriology (6) -----	3
Medical Accounting (26) -----	3	Medical Shorthand (22) -----	2
Shorthand (13) -----	3	Medical Typewriting (32) -----	2
Typewriting (15) -----	2	Medical Ethics and	
General Psychology (1) -----	3	Office Procedure (7) -----	3
Fundamentals of Speech (5) ----	2	General Sociology (1) -----	3
		Electives -----	3
Physical Education -----	R	Physical Education -----	R
Total hours per semester -----			16







### GENERAL CULTURAL CURRICULUM (Terminal)

The purpose of this curriculum is to offer a generous selection of courses from which students planning to take only two years of college work may acquire a fair background of education in a field of his own choosing. In the selection of courses the student will secure the help of a counselor. These courses may be used for credit in senior college if desired.

For many people the General Cultural Curriculum is the one best suited to their needs. The well informed person must be acquainted with many fields of learning. In his reading he comes upon a great variety of subjects and will be handicapped, crippled in his understanding unless he has studied widely.

Good judgement must be based on accurate information, and information is obtained through personal experience or from testimony of others obtained by voice or their writings.

#### FIRST YEAR

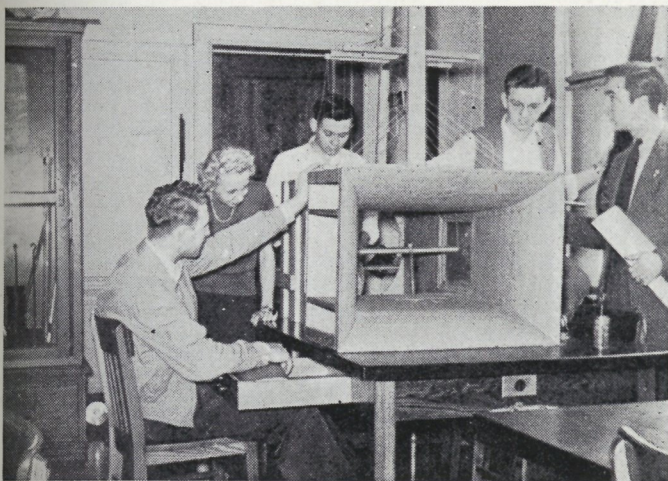
	Hrs.		Hrs.
English Composition and Rhetoric (1) .....	3	English Composition and Rhetoric (2) .....	3
English Masterpieces (3) .....	2	English Masterpieces (4) .....	2
History (1) or (3) .....	3	History (1) or (3) .....	3
Physical Education .....	R	Physical Education .....	R
<b>Electives:</b>		<b>Electives</b>	
Elementary Logic (1) .....	3	Introduction to Philosophy (2) .....	3
Foreign Language — Spanish, French or German .....	5	Foreign Language — Spanish, French or German .....	5
General Inorganic Chemistry (1) .....	5	General Inorganic Chemistry (2) .....	3
General Zoology (1) .....	5	General Botany (2) .....	5



Art Survey (1) -----	3	Art-Composition I (2) or	
Introduction to Music I -----	3	Drawing I (5) -----	3
Fundamentals of Speech (5) -----	2	Introduction to Music II (2) -----	3
General Psychology (1) -----	3	General Psychology (1) -----	3
		Fundamentals of Speech (5) -----	2

## SECOND YEAR

Hrs.		Hrs.	
English Life and Literature (11) --	3	English Life and Literature (12) --	3
Physical Education -----	R	Physical Education -----	R
Electives:		Electives:	
Economics (8) -----	5	General Sociology (1) -----	3
American History (5) -----	5	Gov't. of the United States (11) --	5
Public Speaking (15) -----	3	Argumentation (16) -----	3
Science -----	5	Science -----	5
Elementary Harmony (11) -----	3	Advanced Harmony (12) -----	3
Music Literature I (1) -----	2	Music Literature II (14) -----	2
Art-Composition II (3) or		Art-Composition III (4) or	
Drawing II (6) -----	3	Drawing III (7) -----	3
Introduction to Geography (1) -----	3	Theory and Practice of Literary	
Theory and Practice of Literary		Interpretation (17) -----	3
Interpretation (17) -----	3	Economic Geography (2) -----	2
Education -----	5	Education -----	5
Total hours per semester			16



## AERONAUTICS

## JOPLIN JUNIOR COLLEGE

## STUDENT ACTIVITIES

The opportunity is given to every student in Joplin Junior College to exercise his many interests, not only in hard work with his studies, but in activities which bring him into contact with his fellow students.

Different types of organizations have been formed among the students of the college. They fall under the head of moral, cultural and social.

## STUDENT SENATE

The Senate is composed of the President and Secretary of each class, the President of each student organization, a president and secretary elected annually by the school at large, the Dean of the College, the Dean of Men and the Dean of Women. This advisory body considers such matters as are of interest to the students and faculty, and seeks perfect harmony of action.



The president and secretary of the Senate must have sophomore standing (26 hours); must have maintained a scholastic average of M; and must not hold another major office, i. e., president of a class and editor or business manager of the Crossroads or Chart.

#### Y. M. C. A.

Men of both faculty and student body meet for Tuesday noon luncheon and fellowship at the Joplin Y. M. C. A. Varied programs of entertainment and inspiration are arranged by a student committee.

#### Y. W. C. A.

The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the college may share and offers an opportunity for development and training in leadership, religion, and social service. The activities of the Y. W. C. A. are varied enough so that every member may do the type of work that appeals most to her interest. Every member is given an opportunity to do as much work as she desires.

A group of delegates attends the fall and spring conferences of the Y. M. C. A. and Y. W. C. A. and the Regional Conference at Hollister during the summer.

### JUNIOR COLLEGE PLAYERS

The Joplin Junior College Players is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produced two plays during the school year, and contributed materially to assemblies and other school functions. Membership includes not only those who have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

### TEACHERS OF TOMORROW

Teachers of Tomorrow, the education club of the college, is for prospective teachers only. All members of the education department who are doing satisfactory work are eligible for membership. The purposes of the organization are to promote professional spirit among its members and to aid all school activities which are for the best interest of the college.

### PHI RHO PI

The Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior college was formally presented the college on February 7, 1939.

As a junior college organization, Phi Rho Pi is comparable to Pi Kappa Delta, national honorary forensic fraternity for senior colleges. It is the purpose of Phi Rho Pi "to promote the interests of debating, oratory, extemporaneous speaking and other forensic activity in the junior college by affording a means of fellowship and cooperation among them, and by rewarding their deserving candidates with badges of distinction, graduated according to achievement."

Phi Rho Pi is the first national honorary fraternity to be established in the College.

### DEBATE

The ultimate purpose of higher education is to develop the ability to think. No school activity is better adapted to this purpose than debate. Serving the ultimate purpose of education as it does, debate in the Joplin Junior College is a major activity. The College is a member of the Missouri Junior College Forensic Association and is the Missouri Gamma Chapter of Phi Rho Pi, national honorary forensic fraternity for junior colleges.

The College participates in debate tournaments in Kansas, Oklahoma, and Missouri. In the state tournament at Columbia, it engages not only junior college teams, but first and second year teams from senior colleges and universities, as well.



The Joplin Junior College Debate Tournament for High Schools, which has been highly successful in the past, is an annual affair. In this tournament, varsity debaters of the College gain experience as judges, chairmen, and administrators.

One hour of academic credit is earned by debaters recommended by the director of forensics.

The College aspires to assume a position of leadership in the field of debate.

### RADIO

Over the local radio station, WMBH, Joplin Junior College presents a weekly half-hour program. This program is produced by the students and directed by instructors. It affords an outlet of expression for talented persons or groups and presents unusual opportunity for those who desire experience in radio work. Programs are open to all students and departments in the College. The programs range from music and drama to forum discussions of current events. The benefits derived from such work are considerable. Joplin Junior College is one of the few schools which are able to place radio work within the reach of all students.

### PHYSICAL TRAINING AND ATHLETICS

It is the policy of the Junior College to meet the requirements of the State Department of Education in providing physical training for all students. At least two-hours work per week in the gymnasium, or the equivalent, is required of all students unless excused by a physician's certificate. A great variety of indoor games are taught, which not only provide healthful exercise but will enable students to later assume leadership in play activities.

Athletic relations in football, basketball, tennis, golf and track are maintained with junior colleges in Missouri, Kansas and Oklahoma.

Football and track contests are held in Junge Field. This field is well equipped for both day and night games, and is one of the outstanding athletic fields in the State. The Memorial Hall auditorium with its ample floor and commodious balconies, provides a splendid court for basketball.

### CONVOCATION

Convocation is held one hour each week throughout the school year. Programs are provided by the Student Senate and the Faculty, and consists of addresses by invited speakers, music by students and visiting musicians, debates, plays and other forms of entertainment.

Attendance at Convocation is necessary and strongly urged. Absences in excess of four per semester will result in loss of one honor point for each absence.

### SOCIAL CLUBS

Students have organized clubs whose activities are largely social in nature. They meet once each week either in the college building or in the homes of members. Each club is sponsored by a member of the faculty. These organizations cooperate with the faculty in promoting interesting and wholesome social life for all students.

### RULES FOR CLUBS

1. All clubs or organizations composed of Junior College students, and recognized by the Faculty as college organizations shall submit a constitution for approval of the Faculty.

2. Membership in these clubs is limited to regularly enrolled students in Joplin Junior College. No student deficient in scholarship or citizenship may become an active member, or remain such, if he later becomes deficient.

3. All clubs shall have a member of the Junior College Faculty as sponsor.
4. No student may belong to two social clubs at the same time.

5. No student may break his or her membership with one organization and seek membership in a like organization until one semester has elapsed from the time he or she has dropped affiliation with the first group.



6. Regular meetings may be held once each week in the college building, the home of one of the members, or in such other place as the Sponsor and Dean may approve.

7. The regular meeting time shall be registered in the office of the Dean.

8. Regular meetings shall adjourn not later than 10 p. m.

9. Social gatherings are to be held on Friday or Saturday nights, unless permission is obtained from the Dean's office to be held at another time. These gatherings shall be adjourned not later than 11 p. m. on a midweek date, and 11:30 on Friday or Saturday nights.

10. Dates for all social meetings shall be placed on the calendar with permission of the Dean.

11. Rushing in the Fall shall be completed during the first week of the semester.

12. Bids shall be cleared through the office of the Dean.

13. Not more than one social affair with dates, shall be held each semester.

"No student organization which in any way represents the Junior College before the public or which holds itself to be an organization of Junior College students, may use the name of the Junior College in connection with its name, or in connection with its members as students without the proper faculty or administrative committee."



